

6(f) Conversion of Use Procedures

Steps

1. Consult with the State Land and Water Conservation Fund Grant Coordinator to discuss and clarify the potential conversion.
2. Compose a formal letter stating what the sponsor is planning to do and the reasons why. The sponsor is responsible for filling out the project amendment form from the state (Proposal Description and Environmental Screening Form, PD-ESF)
3. Provide a boundary map of the property that you want to convert and a boundary map of the replacement property. Both maps must contain meets and bounds and the total acreage for each property.
4. Provide a location map showing the proximity of the converted property and the replacement property to each other.
5. Provide a completed appraisal of both the converted property and the replacement property. The properties must be appraised using the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA, or Yellow Book) by a state certified appraiser. The properties are to be appraised as raw land at the highest and best economic use without any improvements. Examples of highest and best use are *commercial*, *residential* and *agricultural*. Examples of non-highest or best economic use are *open space* and *recreational*.

The replacement property must qualify as a “stand alone” park if it is purchased on its own. If the replacement property is adjacent to an existing park, then it doesn’t have to be classified as a “stand alone” park. It can be added to the existing recreational utility of the adjacent park. The replacement park must also be of equal or greater value and recreational utility. The acreage of the replacement property does not have to equal that of the converted property, but huge discrepancies may be disallowed.

An additional certified appraiser must review all appraisals and appraisals are only valid for six months from the time of completion. The conversion must be processed by the state before the six month period is up.

6. Provide a completed Environmental Assessment of the new replacement property.
7. The Appraisals, Appraisal Reviews, and Environmental Assessment are to be paid for by the grant sponsor.